Fermilab

Request One-Time Payment –R&R for a Worker's Additional Position
03.25.2015

When *Additional Position* is selected for 'Position,' a payroll cost center code must be entered in the Costings Override Worktags field on the next window.

Request One-Time Payment

For more information please review the R&R policy at: http://wdrs.fnal.gov/section/guidelines_reward.pdf

Please provide justification including the criteria met and the achievement (see policy link above) for your box including which criteria number is met.

Field	Value
Effective Date *	03/12/2015
Employee *	James Bond (300979)
Position *	search
One-Time Payment Plan *	search

search

- Scientist II
- Scientist II (+)

NOTE: R&R Processing Dates – Checks are due the third Friday of the month. They are processed the Wednesday before that. If approvals are not in FermiWorks that Wednesday morning, the check will be processed the next month.
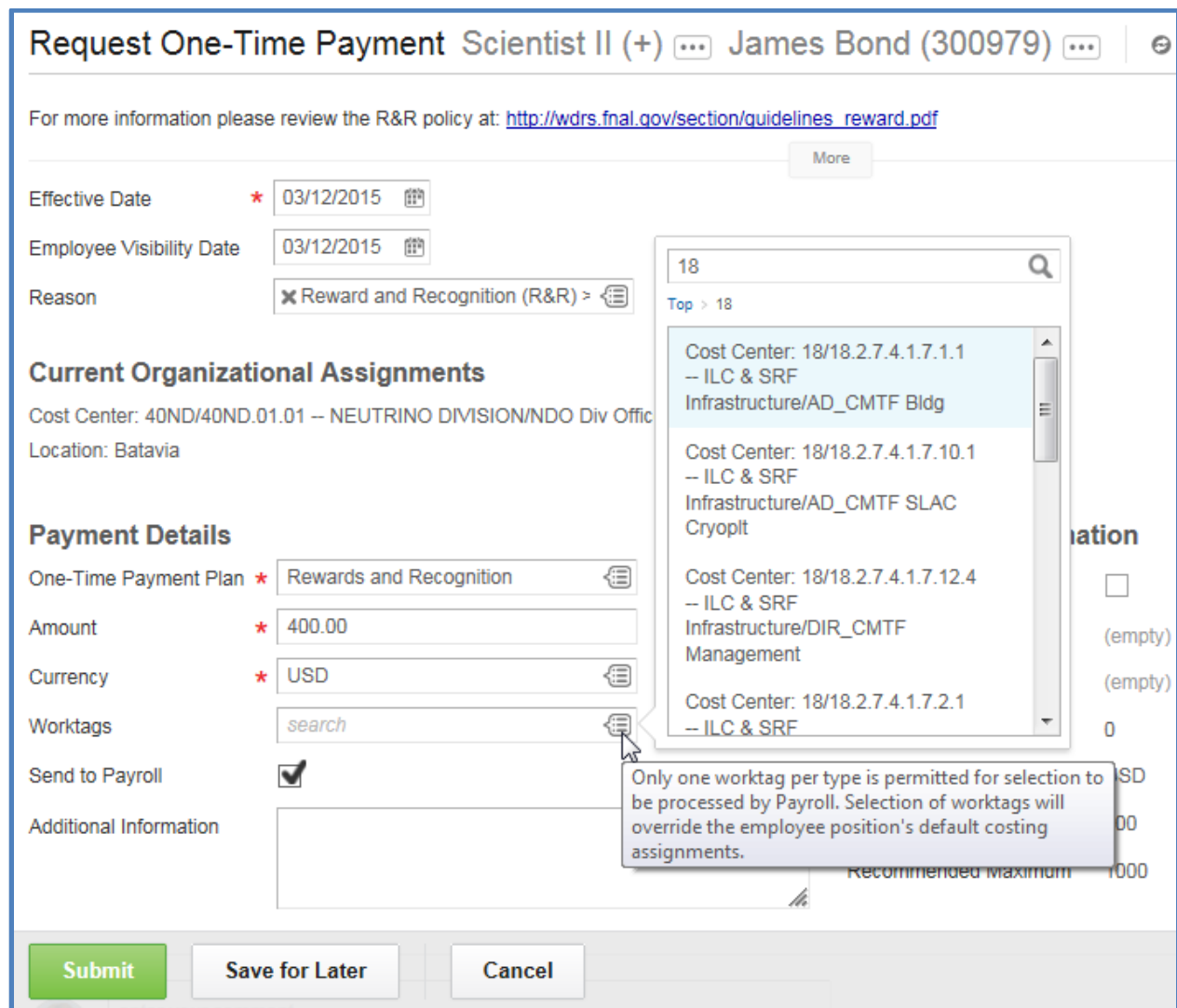
For workers with only one position the payroll cost center that will be charged for this payment displays under the Current Organizational Assignments section.

For workers with more than one position at the lab, if the 'Additional Position' is selected as displayed above, the payroll cost center to charge must be entered in the Costing Override Worktags field.

In the **Worktags** field, click Prompt > Cost Center.

Enter the first two numbers of the payroll cost center to select the appropriate payroll cost center from the pick list. This is the payroll cost center who will be charged for this payment.

Enter the justification for the bonus in the **Additional Information** field.

Click **Submit**.